

ELEMENTARY CUSTODIAN C5

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Elementary Custodian C5 in the classified service of the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission. Your application must be properly filled out and filed with the Commission by Friday April 29, 2016 by 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 P.M. (in the evening) on Tuesday May 3, 2016.
PLACE: Red Rees Room, 6285 W.54th Street, Parma, Ohio. Use rear parking lot off Longwood.
TYPE OF Multiple choice written exam on general knowledge questions pertaining to operation of a boiler, custodian duties and responsibilities, supervision, etc. The performance exam will be held on May 10, 2016, at Greenbriar Middle School, 11810 Huffman Road, Parma. The performance exam is strictly pass/fail. You must pass both the written exam and the performance exam in order to be placed on the Eligible List for Elementary Custodian C5. A list of events for the performance exam is attached.

NOTE: **The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates . The Candidates will then be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.**

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

AGE: Must be 23 years old.
EXPERIENCE: Two years experience in custodial or related work (see job description) Must be willing to attend or have had satisfactorily completed the Ohio Trade and Industrial Education Services Custodial Training Program.
LICENSE: **MUST POSSESS A LOW PRESSURE STEAM STATIONARY BOILER OPERATOR'S LICENSE. (present license at time of filing application)**
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
PHYSICAL: Job offer conditional to passing physical exam administered by School Board physician.
SALARY: \$34,040.00 a year
VETERANS: Veterans presenting honorable or under honorable conditions discharge papers or certificate of service when filing their application shall receive 20% of their score additional provided they make a passing score on the exam. Credit will not be given for any other type of discharge from service i.e. Under general conditions, uncharacterized, etc.

According to O.A.P.S.E. contract Article 6.5 present employees of the School Board who pass a civil service test shall be placed on a Preferred Eligible List for the test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

PERFORMANCE EXAM FOR ASSISTANT CUSTODIAN AND ELEMENTARY
CUSTODIAN

WHEN Tuesday May 10, 2016, 6:00 P.M.

WHERE: Greenbriar Middle School, 11810 Huffman Road, Parma, Ohio

Report to the Cafeteria to register. The performance exam will be held in the gym,

EVENTS: Listed below:

Candidates must register and receive a number.

EVENT 1: LADDER CLIMB Candidate will climb 35 – 40 ft.
ladder to top of gym and either
attach or detach chain, nut & bolt.

EVENT 2: BAG CARRY Candidate must carry 1 to 3 bags
35-50 lb (one at a time) from
point A to point B then back from
point B to point A.

When you are finished with the last event, please turn in your number to the monitor.

Order of events is flexible.

Be sure to wear clothing and shoes appropriate for the above events.

You must pass both the written exam and the performance exam in order to be placed on the Eligible list for Assistant Custodian C4 and/or Elementary Custodian C5.

PARMA CIVIL SERVICE COMMISSION

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

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JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

ELEMENTARY CUSTODIAN

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: C-5 Custodian

SALARY SCHEDULE: III

RESPONSIBLE TO: Business Manager/Custodial Supervisor

- QUALIFICATIONS:
1. Two years of experience in custodial or related work.
 2. Possession of a low pressure steam stationary boiler operator's license.
 3. Minimum age of 23 years.
 4. Eight years of education, but preferably a high school diploma or equivalent.
 5. Satisfactory completion of the Ohio Trade and Industrial Education Services Custodial Training Program.
 6. Ability to physically perform required work which includes the ability to frequently lift and carry objects weighing 80 to 100 pounds or more. Must pass a required physical examination.
 7. Ability to make clear and comprehensive reports.
 8. Ability to develop and maintain schedules providing for regular cleaning and maintenance of all facilities.
 9. Ability to supervise, train and evaluate assigned staff.
 10. Ability to work with a variety of cleaning, snow removal and lawn care equipment and products.
 11. Maintains a good attendance record and is punctual.

MAJOR FUNCTION: Under the general supervision of the Business Manager, Custodial Supervisor and Building Principal, performs custodial work required for the routine care, maintenance, protection and preservation of the assigned building, its contents and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs and is directly responsible for the routine maintenance and repair of an elementary school building of 20,000 square feet or more and its equipment.
2. Develops and insures proper cleaning and general housekeeping duties of the building.
3. Operates, maintains, and repairs the heating and ventilating equipment.

4. Receives, unloads, checks, and stores deliveries made to the building.
5. Collects, compacts, and removes debris. Places such material in containers for removal by truck.
6. Maintains grounds including snow and ice removal.
7. Performs various chores requested by the building principal or as specified in building permits unless requests contradict existing school rules or district policies and procedures.
8. Informs the principal in writing of items that require repair beyond his/her or his/her staff's capability.
9. Security of the building and grounds.
10. Supervises cleaning personnel assigned to the Elementary School.
11. Follows procedures as outlined in the Custodian's operational manual.
12. Aid in emergency clean ups.
13. Performs other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Outdoor and Indoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas, pushing/pulling of equipment and tools, reaching in all directions, long periods of standing/walking, climbing stairs and ladders, and with appropriate safety equipment, working with asbestos-containing materials/equipment, solvents, paints, grease and oil and other chemicals.

Exposure to toxic and caustic chemicals, fumes and odors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Human Resources, 7/97